

NOTICE OF AUDIT AND INSPECTION

The Georgia DCA has scheduled an audit review of your property. All properties subject to a review shall receive email notification that will provide a notice of:

- The property to be inspected
- The date and time of the inspection
- The Compliance Officer assigned to your review
- The components of the review (file audit and/or physical property inspection)

TENANT FILE AUDIT

PRIOR TO THE FILE AUDIT:

- Review the [Preliminary Audit Checklist](#) and begin to submit documents to DCA, documents are due (4) days after you receive the email notice of your Inspection and Audit
 - Include the [Preliminary Audit Submission Cover Page](#) as the first page
 - Email all preliminary audit submissions to Review.Submissions@dca.ga.gov
 - The email submission subject line MUST CONTAIN:
Compliance Officer First Initial and Last Name / GA ID# / Project Name
- If notice is received on a Friday, the deadline will be *close of business the following Tuesday*
- Receive an emailed **Notice of Units Selected for File Audit** providing a minimum 24-hour notice of the tenant files to be submitted for review and notice of whether the transmission of files will be in person (onsite) or via email transmission

Once you submit your preliminary audit documents, a sampling of at least 20% of your tenant files will be chosen at random by the DCA Compliance Officer assigned to your property. Per the *IRS Guide for Completing Form 8823* page 3-2, "The method of choosing the sample of files or units to be inspected must not give the owner advance notice of which units and tenant records are to be inspected and reviewed." (Treas. Reg. 1.42-5(c)(2)(iii))

DAY OF THE FILE AUDIT SUBMISSION DEADLINE

- Prepare and submit tenant files for an onsite review or for electronic submission to Review.Submissions@dca.ga.gov using the above instructions for the subject line
- Please upload each tenant file as (1) individual PDF attachment
- Email attachment capacity is capped at 150 mb per email

FOLLOWING THE FILE AUDIT

- A **Notice of Deficiencies** letter is sent to the property owner to summarize the deficiency findings of the file audit
- There is a 45-day period to cure DCA's deficiencies findings, from the date of the Notice of Deficiencies letter
- Failure to properly cure file audit deficiency findings may result in the issuance of an 8823 for Tax Credit properties
- Properties that do not cure deficiency findings may be placed on the DCA Troubled Properties list, which may negatively impact future funding deals and management company approval status

PHYSICAL INSPECTION OF PROPERTY AND UNITS

PRIOR TO THE INSPECTION:

- Receive email notification of the physical inspection with no more than **15** calendar days' notice
- Send 24-hour notice to tenants informing the tenant that a DCA property inspection will occur
- Receive same day **Notice of the Units Selected** for inspection via email
- Assign a member of management to attend the inspection

DAY OF THE INSPECTION:

- A sampling of at least 20% of your units will be chosen at random by the DCA Compliance Officer assigned to your property
- Pull keys for the selected units and have all keys ready for the inspector by the time designated in the original email notice of inspection
- A staff member to sign the **Health and Safety Notification** form in the presence of the onsite inspector following the property inspection

FOLLOWING THE INSPECTION:

- If applicable, submit proof of cures in response to the Notice of Health and Safety Violation by the 24, 48, or 72 hour stated deadline to cure to Review.Submissions@dca.ga.gov

- Work orders must be attached to the email response
 - The email submission subject line MUST CONTAIN:
Compliance Officer First Initial and Last Name / GA ID# / Project Name
- A **Notice of Deficiencies** letter is sent to the property owner to summarize the deficiency findings of the physical inspection
- There is a 45-day period to cure DCA's findings, from the date of the **Notice of Deficiencies** letter
- Failure to properly cure inspection deficiency findings may result in the issuance of an 8823 for Tax Credit properties
- Properties that do not cure deficiency findings may be placed on the DCA Troubled Properties list, which may negatively impact future funding deals and management company approval status

ADDITIONAL NOTES

- All deficiency findings for both the file audit and the physical inspection will be received in (1) letter between 45 and 120 days following the physical inspection date